

**MINUTES OF THE DECEMBER 14, 2017 PLANNING BOARD MEETING
BOROUGH HALL, BOROUGH OF HILLSDALE**

MEMBERS PRESENT: F. Franco, E. Alter, M. Kates, E. Lichtstein,
Vice Chairwoman J. Miano, Chairman M. Giancarlo, Mayor Ruocco

MEMBERS ABSENT: Councilman Pizzella, L. Calabria, G. Biener, S. Raymond

EMPLOYEES PRESENT: N. Nabbie, Esq., Board Attorney
C. Statile, P.E., Board Engineer
L. Leheny, P.P., Acting Board Planner
C. Chadwick, Deputy Secretary

Chairman Giancarlo called the meeting to order with a reading of the Open Public Meetings Statement at approximately 7:00pm.

OPEN TO PUBLIC (for matters not on the Agenda):

As no one wished to speak, the meeting was closed to the public.

MINUTES:

The *November 21, 2017 Meeting Minutes* were approved.

COMPLETENESS REVIEWS:

*PZ-14-17; Donna DeGhetto; Block 502, Lot 7.01; 3 Beechnut Street
Bulk “c” Variance Application for New Single-Family Dwelling*

Board Engineer Statile announced that the application is incomplete.

BOARD BUSINESS:

Chairman Giancarlo announced that the Board members had previously asked him to speak to Ms. Biener regarding several issues. As a result of the conversation, her letter of resignation was received on Tuesday. Chairman Giancarlo thanked Ms. Biener for her service to the Board.

Mayor Ruocco then asked Board Attorney Nabbie if all members of the Board are currently in compliance with the attendance policy. Ms. Nabbie replied no, not all members are in compliance with the Board’s attendance policy. It was then confirmed that the policy states if a member is absent for four consecutive meetings or more, then the Board can make a recommendation to the Mayor and Council that said member be replaced. Ms. Nabbie stated the Board has had several issues with one member in particular being absent during “d” use variance applications where five affirmative votes are required for approval and only five or six members have been present, leading to applicants’ attorneys requesting adjournment. Mayor Ruocco again asked if there is any Board member out of compliance and if the Board has discussed it yet; Ms. Nabbie and Chairman Giancarlo confirmed there is one member, and stated the Board has not yet discussed the matter but will do so in closed session.

Chairman Giancarlo then wished all a happy holiday season and thanked the public for watching and listening and thanked the Board members and professionals as well.

2018 RFQ'S:

Chairman Giancarlo opened the 2018 RFQ's for Planning Board Professionals (Attorney, Engineer, Planner) on the record at this time. The following responses were received:

- Gittleman, Muhlstock & Chewcaskie for Planning Board Attorney
- Phillips, Preiss, Grygiel for Planning Board Planner
- Neglia Engineering for Planning Board Planner
- Christopher P. Statile, P.A. for Planning Board Planner
- Burgis Associates for Planning Board Planner
- Neglia Engineering for Planning Board Engineer
- Boswell Engineering for Planning Board Engineer
- Christopher P. Statile, P.A. for Planning Board Engineer

It was confirmed the Deputy Secretary will retain the RFQ responses at Borough Hall and the Board will decide the 2018 Planning Board Professionals at the January 11, 2018 Re-Organizational meeting. It was also announced that the next regularly scheduled meeting will occur on January 23, 2018 at 7:30pm.

The Board entered Closed Session at 7:28pm. The Board returned to Open Session at 7:52pm. Board Attorney Nabbie announced the Board discussed a personnel issue and no action was taken.

The meeting was adjourned at 7:53pm.

Respectfully submitted,

Caitlin Chadwick
Deputy Secretary